

Real Estate Mediation Service  
P.O. Box 90313  
Pittsburgh, PA 15224  
412-337-9456  
mediaterealestate@gmail.com

REALTORS ASSOCIATION OF METROPOLITAN PITTSBURGH  
DISPUTE RESOLUTION SYSTEM

REMS Case # \_\_\_\_\_  
Transmittal Form Received: \_\_\_\_\_  
TO BE COMPLETED BY REMS

Date: \_\_\_\_\_

1. Property Address/Location

\_\_\_\_\_

2. Brief Summary of Dispute: Hand Money \_\_\_\_\_ Property Defects \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Estimated dollar amount of claim: \$ \_\_\_\_\_

4. Is the Other Party Aware of the Dispute? YES \_\_\_\_\_ NO \_\_\_\_\_ Not Sure \_\_\_\_\_

5. Party Filing Claim

Name \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

6. Other Party (Contact information must be provided)

Name \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Legal Counsel or Other Representative

Name \_\_\_\_\_

Firm/Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Legal Counsel or Other Representative

Name \_\_\_\_\_

Firm/Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

7. Was a Broker / Sales Agent / Builder / and/or Contractor involved? \_\_\_\_\_  
\_\_\_\_\_

8. If yes, please provide information.

NAME \_\_\_\_\_

NAME \_\_\_\_\_

NAME OF COMPANY \_\_\_\_\_

NAME OF COMPANY \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

9. Please check the appropriate amount:

\_\_\_ Total claim is an amount less than \$4,000.00.

\_\_\_ Total claim is an amount between \$4,000 and \$8,999.00

\_\_\_ Total claim is an amount of \$9,000.00 or more or is a claim for Specific Performance.

10. Date of Agreement of Sale \_\_\_\_\_

11. Date of Closing \_\_\_\_\_

**PLEASE FORWARD THIS FORM, and a check for:**

**\$200.00 for claims less than \$4,000.00;**

**\$350.00 for claims between \$4,000.00 to 8,999.00;**

**\$500.00 for claims of \$9,000.00 or more, or for Specific Performance, to:**

**Real Estate Mediation Service**

**P.O. Box 90313**

**Pittsburgh, PA 15224**

**Real Estate Mediation Service will obtain the other party's share of the fee.**

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT OUR OFFICE.**

I acknowledge the submission of the above dispute for Mediation

Sign \_\_\_\_\_

Date \_\_\_\_\_

Sign \_\_\_\_\_

Date \_\_\_\_\_